

## Reports

MERS® System provides monthly reconciliation reports, daily mismatch and confirmation reports, and on-request reports to help a Member verify that its transactions are processed correctly, and the data on MERS® System matches its System of Record. In addition, the *Portfolio Analysis Report* allows a Member to design a custom report to target specific MIN Records. For details, see the [Portfolio Analysis Report Quick Reference Guide](#).

- Reports reflect the previous day's processing and are not real-time, ad hoc reports.
- A report for a given day includes transactions from:
  - The Flat-File Interface submitted up until 10:00 PM ET (Mon through Fri) or 2:00 PM ET Sat, and
  - MERS® System User and XML Interfaces submitted up until 11:00 PM ET (Mon through Fri) or 3:00 PM ET Sat.
- Each Monday, Members should access Friday's and Saturday's reports.
- Standard reports are available at 7 AM ET, on-request reports by 10 PM ET, and the report activity lags by one day.
- Reports can be accessed on MERS® System or downloaded from the MERS® System SFTP server. MERS® System reports are available for 35 days on the SFTP server and then archived. Users can view and download the last 30 days of reports using MERS® System.
- Some reports are optional, others are mandatory. A Member can choose whether each optional report is produced for its Org ID. Members are initially set up to receive most optional reports and should leave the optional ones on for at least one month to determine which optional reports it needs.
- Both mandatory and optional reports can be generated in CSV and/or Text formats.
- Mandatory reports are always produced if the necessary condition occurs to trigger it.
- Once generated, MERS® System reports are available to a Member for a minimum of ten (10) calendar days after the report date and then archived.
- MERSCORP Holdings bills transactions on the last business day of the month.
- All MERS® System reports that contain a field for Borrower SSN or TIN mask all but the last four digits of the data stored in the field (Example: XXXXX1234). Use the Member Reconciliation Extract (MRE) files to access the unmasked SSN.

MERSCORP may, in its sole discretion based on a request from a Member, retrieve a set of the Member's archived reports. The retrieval of archived reports is an exception process that is offered infrequently. The requesting Member is charged a fee to retrieve its archived reports, which is covered in the [MERS® System Pricing Schedule](#) as a value-added service. Contact the [Help Desk](#) to submit a request to retrieve your organization's archived reports.

### Requirements: MERS® System Reports

- Each Member must check daily for new reports generated by MERS® System.
- Each Member, including the registering Member, must manage to a timely, proper resolution all reject and warning messages in MERS® System reports generated for its Org ID using MERS® System reports or another reconciliation process or tool available to the Member.
- Each Member must have procedures in place to provide assurance that all reject and warning messages in MERS® System reports generated for its Org ID are researched and cleared, and any new or remaining items are tracked.

Additional information is available to help Members work with MERS® System reports:

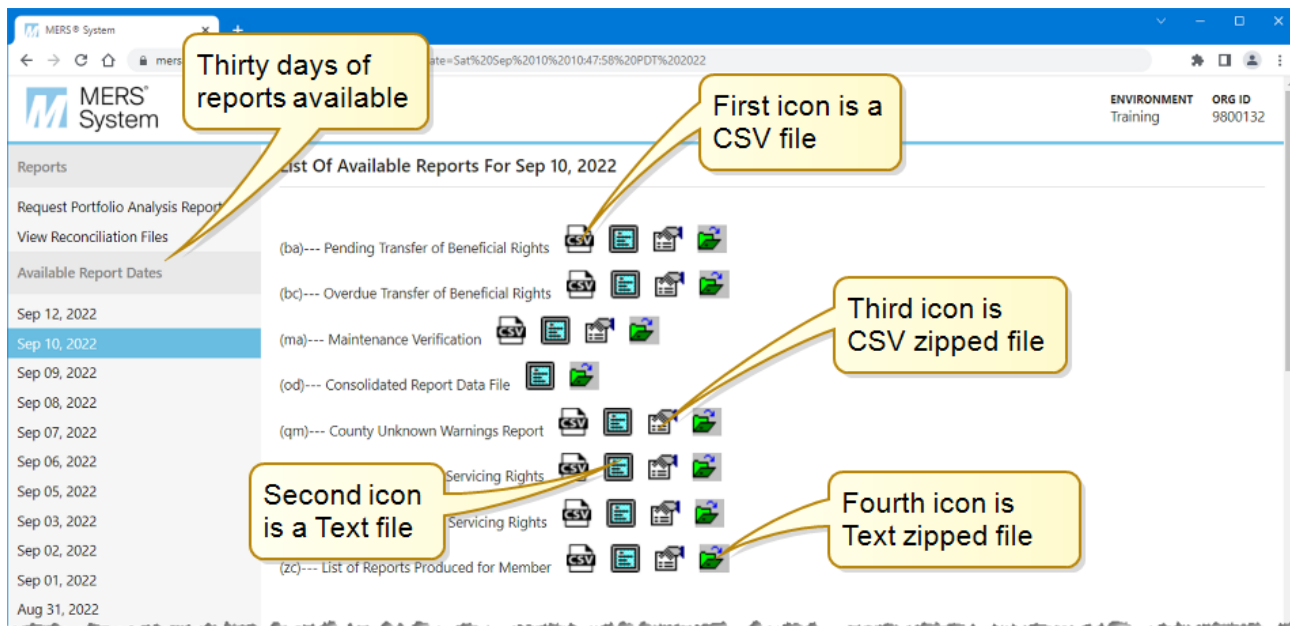
- For a detailed listing of MERS® System Reports, see the [Reports Handbook](#).
- For a brief description of each report including its Text file layout, see the [MERS® System Reports Page](#)

---

Note: The *Consolidated Report Data File* is initially turned off. Select this option to download compressed text data only file for all asterisked reports. Do not enable this report if the *Combined Report/Data File* is also enabled.

---

## Viewing Reports on MERS® System:



**Thirty days of reports available**

**First icon is a CSV file**

**Third icon is CSV zipped file**

**Second icon is a Text file**

**Fourth icon is Text zipped file**

Available Report Dates:

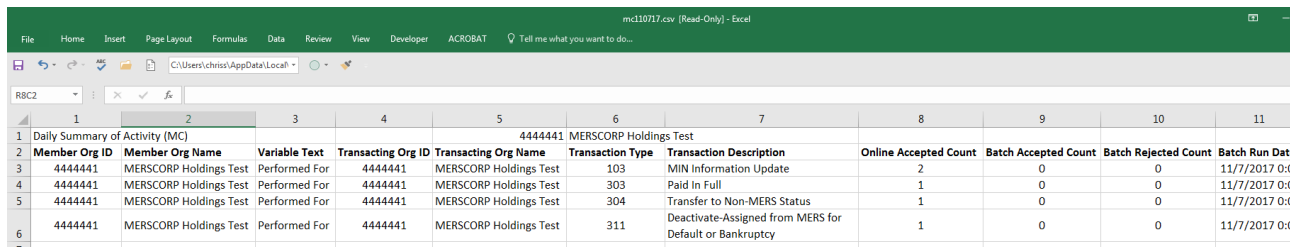
- Sep 12, 2022
- Sep 10, 2022**
- Sep 09, 2022
- Sep 08, 2022
- Sep 07, 2022
- Sep 06, 2022
- Sep 05, 2022
- Sep 03, 2022
- Sep 02, 2022
- Sep 01, 2022
- Aug 31, 2022

Available Reports:

- (ba)--- Pending Transfer of Beneficial Rights
- (bc)--- Overdue Transfer of Beneficial Rights
- (ma)--- Maintenance Verification
- (od)--- Consolidated Report Data File
- (qm)--- County Unknown Warnings Report
- Servicing Rights
- Servicing Rights
- (zc)--- List of Reports Produced for Member

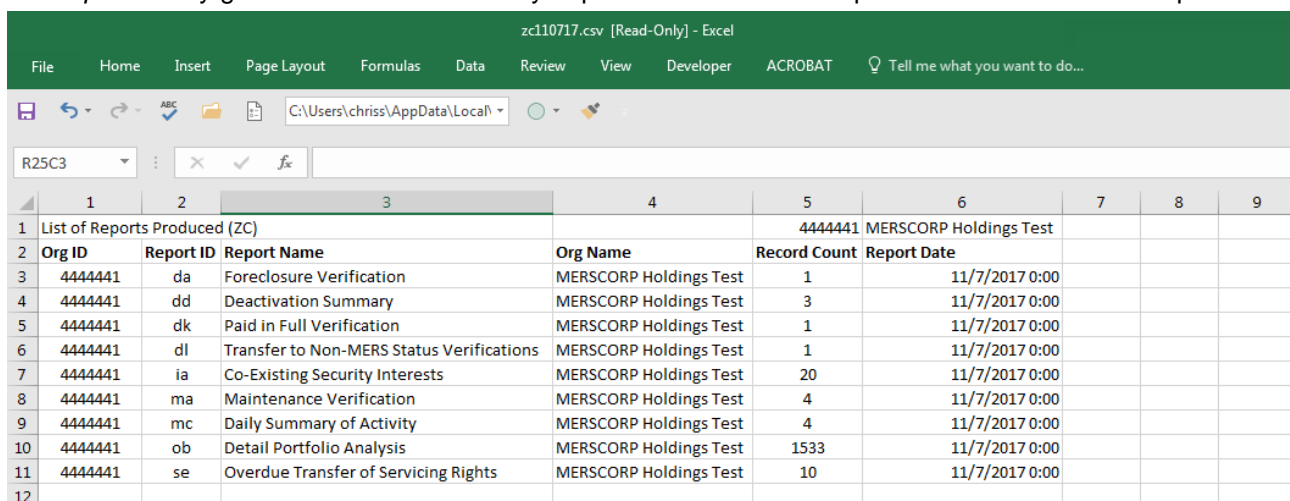
## MERS® System Reports Examples (CSV in Excel):

The *Daily Summary of Activity (MC)* Report reflects Online Accepted, Batch Accepted, and Batch Rejected activity. The non-cumulative report displays summary totals for activity performed on the current processing day by a Member or by another Member on their behalf. No transaction-level or MIN-level detail is included in this report.



Member Org ID	Member Org Name	Variable Text	Transacting Org ID	Transacting Org Name	Transaction Type	Transaction Description	Online Accepted Count	Batch Accepted Count	Batch Rejected Count	Batch Run Date
4444441	MERSCORP Holdings Test	Performed For	4444441	MERSCORP Holdings Test	103	MIN Information Update	2	0	0	11/7/2017 0:00
4444441	MERSCORP Holdings Test	Performed For	4444441	MERSCORP Holdings Test	303	Paid In Full	1	0	0	11/7/2017 0:00
4444441	MERSCORP Holdings Test	Performed For	4444441	MERSCORP Holdings Test	304	Transfer to Non-MERS Status	1	0	0	11/7/2017 0:00
4444441	MERSCORP Holdings Test	Performed For	4444441	MERSCORP Holdings Test	311	Deactivate-Assigned from MERS for Default or Bankruptcy	1	0	0	11/7/2017 0:00

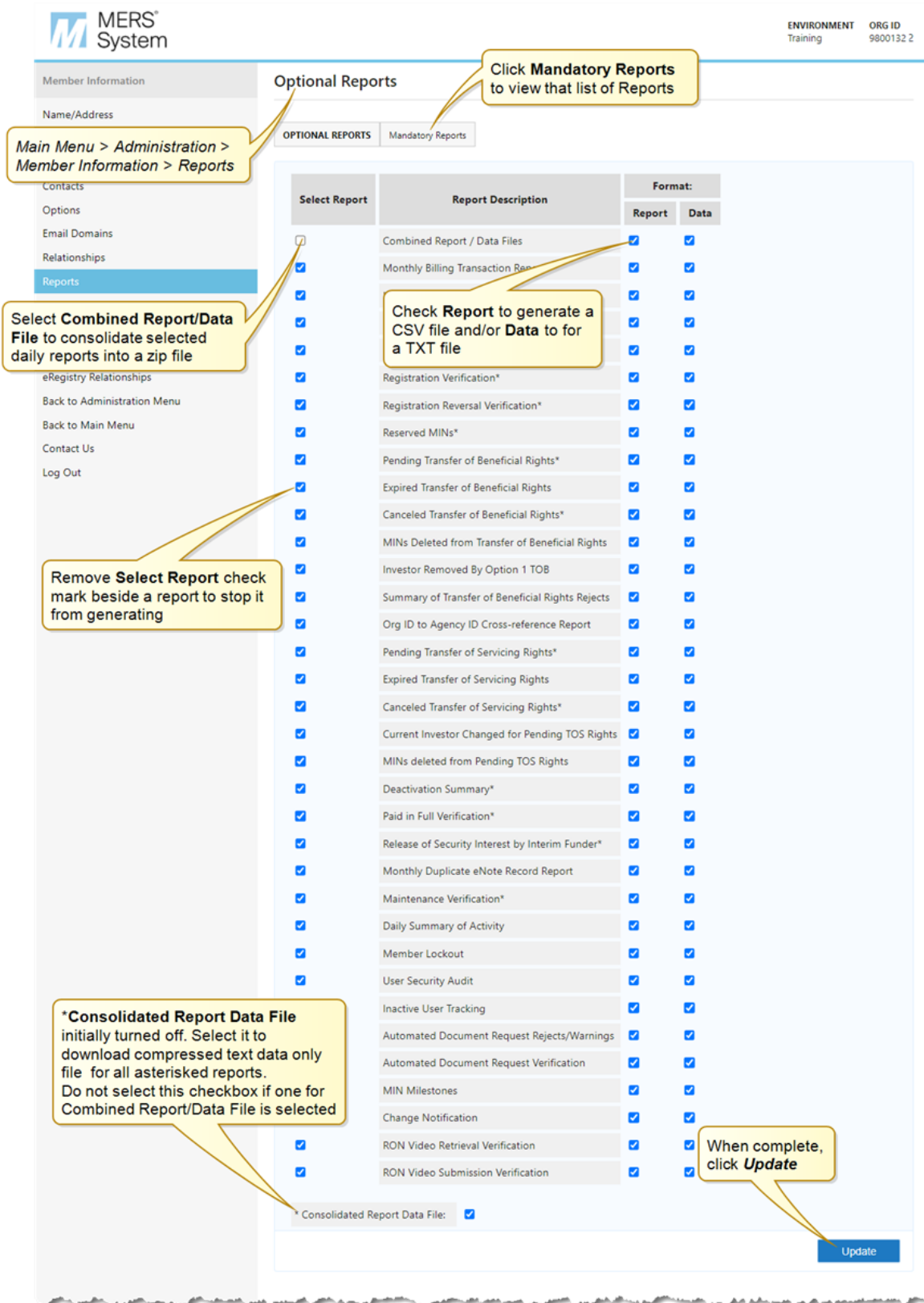
The *List of Reports Produced (ZC)* Report lists all reports generated on a given day and the associated record count. The *ZC Report* is only generated if there is activity to produce at least one report to be listed on the recap.



Org ID	Report ID	Report Name	Org Name	Record Count	Report Date
4444441	da	Foreclosure Verification	MERSCORP Holdings Test	1	11/7/2017 0:00
4444441	dd	Deactivation Summary	MERSCORP Holdings Test	3	11/7/2017 0:00
4444441	dk	Paid in Full Verification	MERSCORP Holdings Test	1	11/7/2017 0:00
4444441	dl	Transfer to Non-MERS Status Verifications	MERSCORP Holdings Test	1	11/7/2017 0:00
4444441	ia	Co-Existing Security Interests	MERSCORP Holdings Test	20	11/7/2017 0:00
4444441	ma	Maintenance Verification	MERSCORP Holdings Test	4	11/7/2017 0:00
4444441	mc	Daily Summary of Activity	MERSCORP Holdings Test	4	11/7/2017 0:00
4444441	ob	Detail Portfolio Analysis	MERSCORP Holdings Test	1533	11/7/2017 0:00
4444441	se	Overdue Transfer of Servicing Rights	MERSCORP Holdings Test	10	11/7/2017 0:00

## Managing Optional Reports

Use the *Reports* page to Manage the optional reports for your Org ID



**ENVIRONMENT**  
Training

**ORG ID**  
9800132 2

**Member Information**

Name/Address

**Optional Reports**

OPTIONAL REPORTS Mandatory Reports

**Main Menu > Administration > Member Information > Reports**

Contacts

Options

Email Domains

Relationships

**Reports**

eRegistry Relationships

Back to Administration Menu

Back to Main Menu

Contact Us

Log Out

**Select Report**

**Report Description**

**Format:**

Report Data

☐ Combined Report / Data Files

☒ Monthly Billing Transaction Report

☒ Registration Verification\*

☒ Registration Reversal Verification\*

☒ Reserved MINs\*

☒ Pending Transfer of Beneficial Rights\*

☒ Expired Transfer of Beneficial Rights

☒ Canceled Transfer of Beneficial Rights\*

☒ MINs Deleted from Transfer of Beneficial Rights

☒ Investor Removed By Option 1 TOB

☒ Summary of Transfer of Beneficial Rights Rejects

☒ Org ID to Agency ID Cross-reference Report

☒ Pending Transfer of Servicing Rights\*

☒ Expired Transfer of Servicing Rights

☒ Canceled Transfer of Servicing Rights\*

☒ Current Investor Changed for Pending TOS Rights

☒ MINs deleted from Pending TOS Rights

☒ Deactivation Summary\*

☒ Paid in Full Verification\*

☒ Release of Security Interest by Interim Funder\*

☒ Monthly Duplicate eNote Record Report

☒ Maintenance Verification\*

☒ Daily Summary of Activity

☒ Member Lockout

☒ User Security Audit

☒ Inactive User Tracking

☒ Automated Document Request Rejects/Warnings

☒ Automated Document Request Verification

☒ MIN Milestones

☒ Change Notification

☒ RON Video Retrieval Verification

☒ RON Video Submission Verification

☒ Consolidated Report Data File:

**\*Consolidated Report Data File**  
initially turned off. Select it to download compressed text data only file for all asterisked reports. Do not select this checkbox if one for Combined Report/Data File is selected

**When complete, click *Update***

**Update**


**Check Report to generate a CSV file and/or Data to for a TXT file**

**Remove Select Report check mark beside a report to stop it from generating**

**Click Mandatory Reports to view that list of Reports**

**Select Combined Report/Data File to consolidate selected daily reports into a zip file**

## Managing Mandatory Reports



**MERS<sup>®</sup> System**

ENVIRONMENT    ORG ID  
Training            9800132

Member Information

---

Name/Address

General

LOB

Contacts

Options

Email Domains

Relationships

Reports

Transaction Default Settings

eRegistry Options

eRegistry Certificate Information

eRegistry Relationships

Back to Administration Menu

Back to Main Menu

Contact Us

Log Out

**Mandatory Report**

Optional Reports
**MANDATORY REPORTS**

Click **Optional Reports** to view that list of Reports

Select Report	Report Description	Format:	
		Report	Data
on	Billing Reconciliation Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Monthly Prepaid Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Conversion Verification*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Conversion Verification*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Pre-Closeout Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Seasonal Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Registration Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	MINs for the same Primary Borrower SSN, Property and First Lien - Daily*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	MINs for the same Primary Borrower SSN, Property and First Lien - Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Registration Reversal Rejects/Warnings*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Physical Transfer of Beneficial Rights*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Physical Transfer of Beneficial Rights*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Physical Transfer of Servicing Rights*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Overdue Transfer of Servicing Rights*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Transfer of Servicing Rights Rejects/Warnings*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Modified Batch - Transfer of Servicing Rights*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Foreclosure Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Foreclosure Reject Report*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Past Due Foreclosure Terminations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Transfer to Non-MERS Status Verifications*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Default by Servicer - Servicing Transferred to Non-MERS Member Verification*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Resignation Verifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Payoff Reject Report*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Transfer to Non-MERS Status Rejects Report*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Default by Servicer to Non-Member Rejects Report*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Resignation Reject Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
off	Co-Existing Security Interests*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Interim Funder Rejects*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Daily Duplicate eNote Record Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Mis-matched MIN/eNote Record Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	MINs Without Originating Organization Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	County Unknown Warnings Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	MERS Lite Aged MIN Servicing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Assumption Verifications*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Assumption Rejects/Warnings*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Maintenance Rejects/Warning*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	Batch File Rejects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	List of Reports Produced for Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
on	RON Video Cycling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\* Consolidated Report Data File: ☒

**Update**

Check **Report** to generate a CSV file and/or Data to for a TXT file

Mandatory reports cannot be turned off

\*Consolidated Report Data File initially turned off. Select it to download compressed text data only file for all asterisked reports.

When complete, click **Update**